

AT-2003-01

AVOID HEADACHES, PREPARE TAXES EARLY

Earlier is better when it comes to working on your taxes. The IRS encourages everyone to get a head start on tax preparation. Not only do you avoid the last-minute rush, early filers also get a faster refund.

There are seven easy ways to get a good jump on your taxes long before the April 15 deadline rolls around:

1. Gather your records in advance. Make sure you have all the records you need, including W-2s and 1099s. Don't forget to save a copy for your files.
2. Get the right forms. They're available around the clock on the IRS Web site, www.irs.gov, under "Forms and Publications."
3. Take your time. Don't forget to leave room for a coffee break when filling out your tax return. Rushing can mean making a mistake — and that can be expensive!
4. Double-check your math and Social Security number. These are among the most common errors on tax returns. Taking care on these reduces your chances of hearing from the IRS.
5. Get the fastest refund. When you file early, you get your refund faster. Using e-filing with direct deposit might get you a refund in as little as 10 to 15 days.
6. E-filing is easy. E-filing catches math problems, provides confirmation your return has been received and gives you a faster refund.
7. Don't panic. If you have a problem or a question, remember the IRS is there to help around the clock. Try our Web site at IRS.gov. Or call our toll-free customer service number at 1-800-829-1040.

XXX

EDITOR'S NOTE: Members of the news media can subscribe to IRS Tax Tips by sending an e-mail to [*TaxTips@irs.gov](mailto:TaxTips@irs.gov). Please e-mail this address if you want to be removed from the mailing list. Back issues of Tax Tips also can be accessed at www.irs.gov. If you need additional information, contact your local IRS Media Relations office or call 202-622-4000.